

FORM **E-4**
(2-17-2005)

(Please correct any errors in name, address, and ZIP Code)



PART III - EMPLOYEES, PAYROLL, AND PART-TIME HOURS

Report data for the ONE PAY PERIOD, which includes March 12, 2005 and corresponds to the pay interval marked in Part II. **If some employees are on a different pay interval from the majority, please report these employees, their payroll, and any part-time hours separately as indicated in the special instructions.**

Function <i>Report data by activity of individual units; not employee occupations. For example, a secretary in the streets and highways department should be reported in "Streets and highways". A person working in more than one of the following categories should be reported only once -- in the area of primary responsibility.</i>	Full-time Employees		Part-time Employees		
	Number of Employees (a)	Gross payroll for employees in column (a) (omit cents) (b)	Number of Employees (c)	Gross payroll for employees in column (c) (omit cents) (d)	Total paid part-time hours for amounts reported in column (d) (Estimate if unknown) (e)
TOTAL - Sum of items 1 through 23					
A. CENTRAL GOVERNMENTAL ADMINISTRATION 023					
1. Financial administration - Treasurer's office, auditor's or comptroller's office, tax assessing, tax billing and collection, budgeting, purchasing, central accounting offices, information technology, and similar financial administration.					
2. Central administration - Council, board of supervisors or commissioners; central administrative officers and agencies, such as manager or mayor; clerk; recorder; zoning; central personnel agency; and central planning agency. <i>Exclude financial activities reported in Financial administration and judicial/legal activities reported in Judicial and legal.</i>					
3. Judicial and legal - All court and court related activities, (except probation activities reported in Correction below), court activities of sheriff's office (e.g., bailiffs, process servers), prosecuting attorney's and public defender's offices, legal department and attorneys providing government-wide legal services. <i>Exclude private attorneys on retainer and court appointed attorneys.</i>					
B. PUBLIC SAFETY					
4. Police protection - Police department, law enforcement, activities of sheriff's and constable's offices, coroner, etc. <i>Report school crossing guards as part-time employees. Report sheriff's correctional employees in Correction.</i>	a. Persons with power of arrest - Report only police employees here. <i>Report other employees with power of arrest in Correction or Judicial and legal.</i>				
	b. Other employees - All police protection employees not reported under persons with power of arrest.				
	c. TOTAL - Sum of items 4a and 4b.				
5. Correction - Jails, reformatories, detention homes, and probation and parole activities for both adults and juveniles. <i>Report lock-up employees at Police protection.</i>					
6. Fire protection - <i>Report paid volunteer firefighters as part-time employees; exclude unpaid volunteers. Report forest fire protection employees in Natural resources. Report separately identifiable rescue squad and emergency medical services in Health, if they are not a part of the fire department.</i>	a. Firefighters - Persons engaged in fire suppression and prevention. <i>Include employees trained in these activities but performing such other duties as dispatching, emergency medical care, etc.</i>				
	b. Other employees - All fire protection employees not included above.				
	c. TOTAL - Sum of items 6a and 6b.				
C. TRANSPORTATION 044					
7. Streets and highways - Maintenance, repair, construction, and administration of streets, alleys, sidewalks, roads, highways, and bridges. <i>Include engineering activities and traffic signal maintenance. Report street cleaning employees in Solid waste management and sewer employees in Sewers and sewage disposal.</i>					
8. Airport - Airport and air terminal facilities owned and operated by your government.					
9. Sea and inland port facilities - Docks, wharves, and related warehouses owned and operated by your government. <i>Report facilities for pleasure boats only in Parks and recreation.</i>					



PART III - EMPLOYEES, PAYROLL, AND PART-TIME HOURS -- Continued

Function <i>Report data by activity of individual units; not employee occupations. For example, a secretary in the streets and highways department should be reported in "Streets and highways". A person working in more than one of the following categories should be reported only once -- in the area of primary responsibility.</i>	Full-time Employees		Part-time Employees		
	Number of Employees (a)	Gross payroll for employees in column (a) (omit cents) (b)	Number of Employees (c)	Gross payroll for employees in column (c) (omit cents) (d)	Total paid part-time hours for amounts reported in column (d) (Estimate if unknown) (e)
D. SOCIAL SERVICES AND INCOME MAINTENANCE 079					
10. Public welfare - Maintenance of homes and other institutions for the needy, nursing homes, administration of public assistance and veteran services, senior citizen and handicap transportation, social workers. <i>Report hospital employees under Hospitals.</i>					
11. Health - Public health services, emergency medical services, mental health, alcohol and drug abuse, out-patient clinics, visiting nurses, food and sanitary inspections, animal control, other environmental health activities (e.g., pollution control), etc. 032					
12. Hospitals - Institutions for in-patient medical care. Include all paid student help. <i>Report nursing home and welfare institution employees in Public welfare.</i> 036					
E. ENVIRONMENT AND HOUSING 081					
13. Solid waste management - Street cleaning, recycling, garbage and refuse collection and disposal, operation of sanitary landfill.					
14. Sewers and sewage disposal - Provision, maintenance, and operation of sanitary and storm sewer systems and sewage disposal plants. <i>Report water supply employees in Water supply system.</i> 080					
15. Parks and recreation - Parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoos, etc. 061					
16. Housing and community development - Slum clearance, redevelopment programs, and any housing projects of your government. 050					
17. Natural resources - Forest fire protection, irrigation, drainage, flood control, forestry, agriculture, extension service, etc. 059					
F. UTILITIES 091					
18. Water supply system - Public water supply system operated by your government.					
19. Electric power system - Public electric power supply or distribution system operated by your government. 092					
20. Gas supply system - Public gas supply or distribution system operated by your government. 093					
21. Transit system - Public transportation system (bus, rail, etc.) operated by your government. Report transit system exclusively for handicapped or senior citizens in Public welfare . 094					
G. OTHER ACTIVITIES 052					
22. Libraries - Public libraries operated by your government. <i>Report law libraries in Judicial and legal.</i>					
23. All other - All employees of your government and its agencies not reported elsewhere, except for any school system employees, and payrolls. Include employees concerned with elections and voter registration, protective inspection (building, electrical, etc.), motor pools, maintenance of general public buildings, parking facilities, and other activities not reported previously. 089					
TOTAL all other →					
List the major activities reported above in TOTAL all other ↓					
a.					
b.					
c.					
d.					

Additional remarks - Please indicate below any groups of your employees for which you could not supply information or any difficulties you encountered in completing the form.



DEFINITIONS

Please report figures covering **all departments and agencies** (except any school system employment and payrolls) of the government named in the address label.

If your office records do not contain all the information requested, please obtain the figures from other agencies for inclusion in this report. If you cannot supply entirely comprehensive data, list in the remarks section at the end of this questionnaire any agencies of your government that are not included.

EMPLOYEES – Persons paid for personal services performed in the indicated pay period, including any persons in a paid leave status. **Include** officials paid on a salary basis; by fees or commissions; on a per meeting basis; or a flat sum quarterly, semiannually, or annually. Employees who have multiple responsibilities should be reported only once at the functional classification which is their primary responsibility. For example, employees in city or county clerk offices may have financial administration, central administration, and judicial responsibility; these employees and their total gross pay should be reported only at the one activity which accounts for most of their time. **Exclude** school system employees, employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees.

FULL-TIME EMPLOYEES – Persons employed during the pay period to work the number of hours per week that represents regular full-time employment. **Include** full-time temporary or seasonal employees who are working the number of hours that represents full-time employment.

PART-TIME EMPLOYEES – Persons employed on a part-time basis during the designated pay period. **Include** those daily or hourly employees usually engaged for less than the regular full-time workweek, as well as any part-time paid officials. **Exclude** here, and report as full-time, any temporary or seasonal employees working on a full-time basis during the pay period.

EMPLOYEES IN FEDERALLY FUNDED PROGRAMS – Persons paid from Federal grant funds should be reported as employees of this government. Report these employees and their pay in the appropriate functional classification.

PAYROLL (GROSS BEFORE DEDUCTIONS) – Salaries, wages, fees, or commissions earned during (applicable to) the pay period(s) which includes March 12, 2005. **Include** overtime, premium, and night differential pay. **Include** bonus and incentive payments that are paid at regular pay intervals. **Include** amounts withheld for taxes, employee contributions to retirement systems, etc. **Exclude** lump sum payments and the value of living quarters and subsistence allowances furnished to employees. If some employees are on a different pay interval from the majority, please report their payroll and any part-time hours separately as indicated in the **Special Instructions for Part III** below.

PART-TIME HOURS PAID – Total hours actually paid during pay interval for all persons working less than the number of hours that represents full-time employment. Include an estimate of hours worked during pay interval for part-time employees and officials not compensated on an hourly basis.

SHERIFF'S OFFICE EMPLOYEES – In addition to reporting employees and payrolls in "Police protection," court bailiffs and any other court employees should be reported in "Judicial and legal." Any sheriff's office employees engaged in probation/parole activities or the operation of jails or other detention facilities (except "lock-ups" holding persons for less than 48 hours) should be reported in "Correction".

FEE OFFICES – Include employees of fee offices in "Financial administration." If information on fee office employees and payrolls is not available, please note and list the fee offices in "Additional remarks".

EDUCATION EMPLOYEES – Exclude any school system employees and payrolls from this form. Include any county supervision of public school districts in "All other."

GENERAL INSTRUCTIONS

1. Indicate in **Part I** the standard weekly hours of work for most full-time employees.

2. Indicate in **Part II** the length or frequency of your pay interval.

3. Include all current employees whether paid from the general fund or special funds.

4. Include all paid elected or appointed officials.

5. Report in **Part III** gross payroll amounts for just the one pay period which includes March 12, 2005.

a. **Do not** report cumulative salaries since the beginning of the calendar or fiscal year.

b. **Do not** report payroll amounts from last fiscal year.

c. **Do not** report the employer costs of non-wage employee benefits such as workers' compensation, FICA, health insurance, etc.

6. Include total paid hours of work for part-time employees in **Part III**, column (e). **If actual hours are not known, please enter an estimate.**

7. Use the reporting format shown in **SPECIAL INSTRUCTIONS FOR PART III** if you have multiple pay intervals.

8. If you are unable to supply any of the information requested in Part III, please list in **Additional remarks** the source(s) of the missing information (including address and telephone number).

9. If exact figures are not available, enter estimates and mark with an asterisk.

10. Complete the **DATA SUPPLIED BY** box on the front of the form and return the completed questionnaire in the envelope provided.

11. Retain a copy of the completed questionnaire for your records.
- SPECIAL INSTRUCTIONS FOR PART III
- Report separately in **Part III** all employees, payrolls, and part-time hours that are on a pay interval different from the one reported in **Part II, PAY INTERVAL**. Write a pay interval code M, T, B, W, Q, S, or A next to payroll amounts and part-time hours to indicate applicable pay interval.
- For example, if your government has three (3) full-time employees and three (3) part-time employees and each is paid at different pay intervals, report data separately as shown in the following example:
- | Part III EMPLOYEES, PAYROLL, AND PART-TIME HOURS | | | | | |
|---|--------------|--|---------------------|--------------|-----------|
| Full-time employees | | | Part-time employees | | |
| Number | Payroll | | Number | Payroll | Hours |
| 1 | \$3,500 (M) | | 1 | \$1,100 (B) | 114 (B) |
| 1 | \$550 (W) | | 2 | \$10,500 (Q) | 1,000 (Q) |
| 1 | \$20,000 (A) | | | | |
| In this example, \$3,500 represents the monthly (code M) amount for 1 full-time employee; \$550 represents the weekly (code W) amount for 1 full-time employee; and \$20,000 represents the annual (code A) amount for 1 full-time employee; and \$1,100 represents the biweekly (code B) amount for 1 part-time employee. \$10,500 represents the quarterly (code Q) amount for 2 part-time employees. | | | | | |